Subject Librarian
Your Connection to Knowledge
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Interview questions for the candidates for the position of:
Instruction Coordinator and Economics Subject Specialist, Dewey Library

1) Could you briefly tell us about yourself?
2) Why are you interested in this position and what excites you about it?
3) In what type of working environment are you most effective?
4) How would your colleagues describe you?
5) What do you enjoy most in your present job and what do you find most challenging?
6) What's a good day at work for you?
7) What has been your most important accomplishment in your present job?
8) Tell us about your instruction experience, including what you consider your most effective library-related instructional session.
9) What makes for an effective instructional program?
10) This position has a coordinating role without any kind of formal authority or supervisory responsibility. Do you have experience in similar situations? What do you see as the challenges? How do/would you motivate staff?
11) What do you see as the future of library instruction in general?
12) Have you had any experience in measuring service effectiveness? If so, please describe. Or if not, what are your thoughts about it?
13) Describe how your education or your collection development experience might help you as the economics subject specialist here.
14) Describe your experience in initiating contact with faculty or staff researchers? What would be some of your strategies for outreach to faculty and graduate students in your department?
15) Can you give an example of a group decision you were involved in recently and what did you do to help the group reach the decision?
16) What is your strategy for dealing with competing priorities?
17) Tell us about a challenging work relationship you have had and what you did to make it work.
18) Describe a decision that you have made that you wish you could make over.
19) How do you view the librarian's role in the academic community?
20) How do you keep up-to-date with changes in librarianship and in library technology?
21) Describe your experience in outside professional activity. What level of significance to you attach to these types of activities in your own personal development? Other benefits?
22) Tell us about one or two of your recent personal development goals and what steps you took or are taking to make progress on them.

For the last session of the day:
23) What do you see as the opportunities and challenges of this position?

24) How does this position fit into your career goals?

25) What would you hope to accomplish in your first month? In your first year?

26) What skills or characteristics do you have that you feel would be especially useful if you were the successful candidate for this position?

27) Is there anything that surprised you about the interview? MIT?

28) Is there a question we didn't ask for which you had prepared an answer or is there something you'd like us to know that perhaps we did not ask.
1. List three of your most important/proudest accomplishments.
2. What kind of work environment do you prefer?
3. What motivates you? Have you used these motivators with others?
4. How are you qualified for this job? OR What qualifications do you have that make you think you will be a success at this job?
5. The person in this position needs to be innovative and proactive. Can you describe some things you have done to demonstrate these qualities?
6. How would you rate your communication skills and what have you done to improve them?
7. What else besides your school and job experience qualifies you for this job?
8. What is your experience with automated systems and with computers in general?
9. What are the personal characteristics and qualities that you would bring to this position that would be particularly helpful in fulfilling the responsibilities of this position?
10. Why do you want to move to this area?
11. What are some aspects of your present position that you like?
12. What are some aspects of your present position that you dislike?
13. What do you see yourself doing five or ten years from now? OR Where do you see yourself going from here?
14. What courses (college/graduate school) did you find most satisfying? Least satisfying? Why?
15. What would you say you learned from your college/graduate school experiences that you see being carried over to your life today?
16. Do you plan to continue your education?
17. What kind of people do you like to work with?
18. What kind of people do you find it most difficult to work with? What do you do to improve the situation?
19. Starting with your last job, would you tell me about some of your achievements that were recognized by your superiors?
20. What are some things you would like to avoid in a job? Why?
21. What are some of the things on your jobs that you feel you have done particularly well?
22. What does success mean to you? How do you judge it?
23. What are some of the things about your last job that you found difficult to do?
24. What are some of the problems you encounter in doing your job? Which one frustrates you the most? What do you usually do about it?
25. How has your present job developed you to take on even greater responsibilities?
26. What do you have going for you that might make you successful in such a job?
27. Who or what in your life would you say influenced you most with regard to your career objectives?
28. What would you say there is about you that has accounted for your fine progress to date?
29. What traits or qualities do you feel could be strengthened or improved?
30. What motivates you to put forth your best effort?
31. What kinds of things do you feel most confident in doing? Somewhat less confident in doing?
32. What are some of the things you are either doing now or have thought about doing that are self-development activities?
33. Tell me about a time when you had work problems or stresses that were difficult for you.
34. Customers frequently create a great deal of pressure. What has been your experience in this area?
35. What types of pressures do you experience on your current job? How do you cope with these pressures?
36. Describe a time when you were under pressure to make a decision. Did you react immediately or take time in deciding what to do?
37. What types of things make you angry? How do you react?
38. How do you react when you see co-workers disagreeing? Do you become involved or hold back?
39. Do you prefer to have a job in which you have well laid-out tasks and responsibilities, or one in which your work changes on a frequent basis?
40. In your current position what types of decisions do you make without consulting your immediate supervisor?
41. What types of experiences have you had in dealing with difficult customers?
42. Describe a problem person you have had to deal with. What did you say or do?
43. What have been your experiences in dealing with the general public? When have people really tried your patience?
44. What important goals have you set in the past, and how successful have you been in working toward their accomplishment?
45. Do you do personal planning? If so, what are your goals?
46. What things give you the greatest satisfaction?
47. How would you describe yourself?
48. In what ways do you think you can make a contribution to our department?
QUESTIONS FOR EDUCATION LIBRARIAN CANDIDATE

1. Why are you interested in this position?
   Why have you decided to leave your current position?

2. Describe your professional goals.

3. Describe your communication style. Do you prefer to communicate directly or indirectly? In writing or verbally?

4. Describe a typical day in your present job.

5. How do you see the skills and experience you have acquired in your current job being applied to this position?

6. What do you think it will take for a person to be successful as the Education Librarian?
7. What specific strengths do you bring to the position?

8. What library or school project gave you the greatest sense of accomplishment?

9. If you were hired, what would be the first thing you’d do on the job?

10. What steps will you take to establish your relationship with the education. How will you deal with conflict?

11. What is your greatest frustration in your current job?

12. Describe your training or experience with online searching and/or CD-ROMS.

13. What other experience with computers have you had other than Online searching or CD-ROMS?
14. How do you deal with a less-than-perfect work environment, such as noise from typewriters or computer printers, talking, interruptions, or a minimum of personal space?

15. How do you feel about working with minimal supervision? If you felt you needed an opinion on something, what would you do?

16. What type of management style do you prefer?

17. Outline any teaching experience or any teaching/instruction coursework you have had. Have you developed any handouts, etc. for these?

18. Can you suggest some advantages of working in a team environment?
QUESTIONS FOR SCIENCE LIBRARIAN CANDIDATE

1. Why are you interested in this position? Why have you decided to leave your current position?

2. What aspect of librarianship do you like the most? Why? The least? Why?

3. Describe your professional goals.

4. Describe a typical day in your present job.

5. What is your greatest frustration in your current job?

6. Describe your experience with CD ROMs.
   Which have you used?
   How much searching on each?
   Were you searching for yourself or others?
   How did you receive training.
   Have you trained patrons to use the CD-ROMs?

7. Describe your experience with online searching.
   Which systems & databases have you used?
   How much/how often?
   Ready reference or subject search?
   For self or patron?
   Patron present or not?
   Where/how were you trained?
   Have you searched STN particularly Chemical Abstracts?
   Have you had any experience with Lexis/Nexis?
18. How would you prepare for working at a centralized reference desk handling multi-disciplinary questions?

19. How do you keep abreast of new developments in libraries, particularly with regard to science reference.

20. Describe your communication style. Do you prefer to communicate directly or indirectly? In writing or verbally?

21. What library project gave you the greatest sense of accomplishment?

22. How do you feel about doing clerical activities—shelving, typing, etc.?

23. How do you deal with a less-than-perfect work environment, such as noise from typewriters or computer printers, talking, interruptions, or a minimum of personal space?

24. How do you feel about working with minimal supervision? If you felt you needed an opinion on something what would you do?

25. Can you suggest some advantages and disadvantages of working in a team environment?

26. How do you see the skills and experience you have acquired in your current job being applied to this position.

27. What do you think it will take for a person to be successful as the Science Librarian?

28. Why are you the best person for this job?
QUESTIONS FOR BUSINESS/REFERENCE LIBRARIAN CANDIDATE

HALL

1. Why are you interested in the Business/Reference position when it is so different from your current position?

2. Why do you want to move to Columbia when you have spent most of your time in the South (Tennessee, Kentucky, Mississippi)?

3. Did you find the pressure and constant changing from one discipline to another as database searcher difficult to deal with?

4. Have you had collection development experience? (Accountancy?)

5. In what subject area of interest do you want to continue your education?

6. What are some of your accomplishments in your current position?

7. How would you go about acquiring the information needed to function as Business Librarian?
QUESTIONS FOR BUSINESS LIBRARIAN CANDIDATE

1. Why are you interested in this position? Why have you decided to leave your current position?

2. Describe your professional goals.

3. Describe your communication style. Do you prefer to communicate directly or indirectly? In writing or verbally?

4. Describe a typical day in your present job.

5. How do you see the skills and experience you have acquired in your current job being applied to this position?

6. What do you think it will take for a person to be successful as the business Librarian?
7. What specific strengths do you bring to the position?

8. What library or school project gave you the greatest sense of accomplishment?

9. If you were hired, what would be the first thing you'd do on the job?

10. What steps will you take to establish your relationship with the business faculty? How will you deal with conflict?

11. What is your greatest frustration in your current job?

12. Describe your training or experience with online searching and/or CD-ROMS.

13. What other experience with computers have you had other than online searching or CD-ROMS?
14. How do you deal with a less-than-perfect work environment, such as noise from typewriters or computer printers, talking, interruptions, or a minimum of personal space?

15. How do you feel about working with minimal supervision? If you felt you needed an opinion on something, what would you do?

16. What type of management style do you prefer?

17. Outline any teaching experience or any teaching/instruction coursework you have had. Have you developed any handouts, etc. for these?

18. Can you suggest some advantages of working in a team environment?
QUESTIONS FOR SCIENCE LIBRARIAN CANDIDATE

1. Why are you interested in this position? Why have you decided to leave your current position?

2. Describe your professional goals.

3. How do you think a supervisor should interact with his/her staff in order that both be successful?

4. Describe your communication style. Do you prefer to communicate directly or indirectly? In writing or verbally?

5. Describe a typical day in your present job.

6. How do you see the skills and experience you have acquired in your current job being applied to this position?
7. What do you think it will take for a person to be successful as the Science Librarian?

8. What specific strengths do you bring to the position?

9. What is your greatest weakness in terms of the requirements of this position? How will you approach building strength in that area?

10. Why are you the best person for this job?

11. What library or school project gave you the greatest sense of accomplishment?

12. If you were hired, what would be the first thing you'd do on the job?

13. What steps will you take to establish your relationship with the science faculty. How will you deal with conflict?
14. What is your greatest frustration in your current job?

15. Describe your training or experience with online searching and/or CD-ROMS.

16. How do you feel about doing clerical activities—shelving, barcoding, etc.?

17. How would you prepare for working at a centralized reference desk handling multi-disciplinary questions?

18. What other experience with computers have you had other than Online searching or CD-ROMS?


20. How do you deal with a less-than-perfect work environment, such as noise from typewriters or computer printers, talking, interruptions, or a minimum of personal space?
21. How do you feel about working with minimal supervision? If you felt you needed an opinion on something, what would you do?

22. What type of management style do you prefer?

23. Outline any teaching experience or any teaching/instruction coursework you have had. Have you developed any handouts, etc. for these?

24. Can you suggest some advantages of working in a team environment?
QUESTIONS FOR BUSINESS/REFERENCE LIBRARIAN CANDIDATE

GRAY

1. What do you feel about working in a general reference setting after being used to the very specialized setting of the Commerce Library?

2. Describe your typical work day. What types of questions, clientele, etc.?

3. How do you deal with the pressure of requests for very current information? Do you use online databases?

4. How is collection development done in the Commerce Library and how would you go about doing it here?

5. What area of business do you enjoy the most?